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Recertification



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Agenda

- Overview
- Before Recertification
- Recertification process
- Question and Answer Session



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Overview

- Recertification
 - Simple process
 - Risk management
- School Officials
 - Review data for accuracy
 - Update if necessary
 - Sign documents
 - Attest to information
 - Submit



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Recertification Notices are sent to school P/DSOs informing them of recertification requirements and to submit a Recertification Package within 180 days.

If changes are required to the form I-17, the PDSO will submit the updates in SEVIS and submit an Update Pending Statement.

PDSO submits Update Pending Statement

Update is processed (1-60 days). Once the update is adjudicated the PDSO may submit the Recertification Package. The 180 day period does not stop.

If the form I-17 is current, the PDSO will submit the Attestation Statement and current form I-17 with signatures to the Recertification team and complete the recertification process by submitting in SEVIS.

PDSO submits Package via email or fax and Submits for Recertification within SEVIS

During the adjudication process you may receive a Request for Evidence. You have 15 days to respond.

The Adjudication process takes between 4 – 16 weeks depending on the completeness and accuracy of the Form I-17 and Student Records

If the package is complete, the PDSO will receive a Notice of Completion (NOC) within 2 business days.

If the package is incomplete, the PDSO will receive a Notice of Rejection (NOR) within 2 business days, and must resubmit the package

If you receive a Notice of Denial, you may file an appeal.

Notice of Recertification

Failure to Submit a Recertification Package will result in an Automatic Withdrawal with no appeal rights.

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Recertification Highlights

- No fee for Recertification
- ~400 per month
- Assist non-compliant schools to become compliant
- 180 days to file a complete package
- Certification Expiration Date (CED)
- Automatic Withdrawal



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Before Recertification:

Data Integrity Petition Updates



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Data Integrity

- Phase I of Recertification: Updates
- The Form I-17 must accurately reflect the school's operations
- Update school information before receiving Notice to Recertify
- Don't wait for SEVIS II to make updates
- Recertification independent of SEVIS II



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Updates

- Has a P/DSO change been reported?
 - Current e-mail address?
 - Proof of citizenship or legal permanent residence been supplied?
- Able to receive email from SEVIS?
- Student addresses current?
 - Student addresses must be the physical location where they reside
- If in doubt, call first- do not submit an incomplete package



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Form I-17 Adjudicable Fields

- Petition Designation – F, M, or both
- Name of School
- Mailing Address of School
- Type of School (public or private)
- Type of Education (i.e. Secondary, Post)
- Physical Location
- Private School Owner Name
- State license or Exemption



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Form I-17 Adjudicable Fields

- Name of Accrediting body
- Program(s) of study
- Degrees available
- All instructional site(s)



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Recertification Process



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Recertification Process

- Step 1 – Notice and attachments
- Step 2 – Review and update as necessary
- Step 3 – Prepare package
- Step 4 – Submit
- Step 5 – Outcomes



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Step 1

Recertification Notice



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Recertification Instructions

- SEVIS Notice and Instructions
 - Update
 - Timelines
 - Recertification Package
 - Recertification Submission
 - Outcomes



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RECERTIFICATION INFORMATION
***DO NOT SUBMIT ANY DOCUMENTATION UNLESS YOUR SCHOOL
HAS RECEIVED A 180 DAY NOTICE VIA SEVIS***

QUICK RECERTIFICATION FILING TIPS

THERE IS NO FEE FOR RECERTIFICATION. Disregard any emails automatically generated by SEVIS requesting payment. The Form I-17 must be signed in its entirety. This includes signatures by the PDSO, ALL DSOs and Owner/Chancellors. Your application is not complete until you file for Recertification via SEVIS and receive a Notice of Completion from the School Recertification Team.

The Recertification Team strongly recommends that you file your package for Recertification as soon as possible, and no later than 2 business days PRIOR TO THE CERTIFICATE EXPIRATION DATE (CED). If a complete package is received on the day prior to the CED, your school MAY BE TEMPORARILY WITHDRAWN FROM SEVIS.

DO **NOT** submit your Recertification Package by fax AND by email. Please only use one method of submission. Packages received by BOTH fax and email are subject to extended processing times.

RECERTIFICATION INSTRUCTIONS

Once you have been notified via SEVIS that your school is within the 180 days of the Certification Expiration Date (CED), your school must submit a completed Recertification Petition Package prior to the Student and Exchange Visitor Program (SEVP) prior to the CED. Please review the Recertification Petition Package Checklist to assist you in completing the recertification process. Do not submit the checklist with your Recertification Petition package. This is strictly for your use to ensure all required documentation and procedures are included and completed.

INCOMPLETE PACKAGE OR FAILURE TO FILE

Federal regulation 8 CFR §214.3a)ii) *Consequence of failure to petition.* SEVP will serve a Notice of Intent to Withdraw (NOIW) to the school 30 days prior to a school's certification expiration date. SEVP will no longer accept a petition for recertification from the school and will immediately withdraw the school's certification if the school does not petition for recertification, abandons its petition, or **does not submit a complete recertification petition package** by the certification expiration date, in accordance with the automatic withdrawal criteria in 8 CFR 214.4(a)(3). The school must comply with 8 CFR 214.4(i) upon withdrawal.

UPDATES

SEVP recommends that you review your Form I-17 as soon as possible to determine if it is current and accurate. If you identify a change not previously reported to SEVP, complete the update in SEVIS and submit the Update Pending Statement immediately. The update must be adjudicated prior to filing for Recertification. The update adjudication process typically ranges from one to 60 days, but could take longer depending on the nature of the update. Filing an update does not change the CED. Petition Updates are a priority for the SCB Recertification Team and will be adjudicated as quickly as possible. However, the time needed to process this update **does not** stop a school's recertification clock.

INSTRUCTIONS FOR RECERTIFICATION

In order to file for Recertification, you must electronically submit the following documents at the same time:

- Attestation Statement:** Complete the attached attestation statement. Complete either section I to Recertify or section II to withdraw from SEVP Certification.
- Form I-17:** Print a copy of the Form I-17 from SEVIS and sign the petition including supplemental page A. If the information contained within Form I-17 accurately reflects your school and its operation, submit all documentation via e-mail at: recert.sevis@dhs.gov, or via FAX SERVER at 877-268-5563.

Include the attached fax cover sheet to all fax submission.

For email submissions, in the subject line type in: RECERTIFICATION PACKAGE followed by your school code.

AND

File for Recertification via SEVIS by clicking the SUBMIT button. Only the PDSO can file for Recertification. The PDSO must file for Recertification at the same time as he/she submits the Recertification package.

AFTER SUBMITTING THE PETITION FOR RECERTIFICATION

If you correctly submit all requested documentation, you will receive a Notice of Confirmation of Complete Filing. This notice serves to inform you that the SEVP received your Petition for Recertification and that the petition will be adjudicated.

If your submission is incorrect, you will receive a Notice of Rejection of Complete Filing. This notice will state the errors in your package and request that you make the corrections and resubmit your recertification package. Recommend that you correct your errors and submit your corrections as soon as possible. Remember: You only have a total 180 days to resubmit a complete package. No extensions will be granted.

Once your Recertification Petition Package is in adjudication, you may receive a Request for Evidence. You will have 15 days to respond to the request. If no additional evidence is needed and your school continues to operate in accordance with the Federal Regulations governing the SEVP, you will receive a Notice of Recertification.

QUESTIONS

If you have any questions concerning the recertification process, please call SchoolCert LINE at (703) 603-3591.

RECERTIFICATION CHECKLIST

Follow the steps below to assist with the Recertification Process.
Skip any step that does not apply and move on to the next step.

A	Review the Form I-17 for accuracy
B	File an update in SEVIS immediately if there has been a change to your institution. For adjudicable updates, go to screen #5 and click submit. If the updates/edits are not highlighted move to check item E on this list.
C	If an update/edit is necessary and has been submitted via SEVIS; Complete and submit the Update Pending Statement via fax 877-268-5563 or email to recert.sevis@dhs.gov . The Update Pending Statement is required for any fields on the Form I-17 that require adjudication. Also submit the Update Pending Statement, if you have already filed an update, but that update has not been adjudicated. Fields on the Form I-17 that require adjudication are explained on the next page.
VERY IMPORTANT TO REMEMBER Your school is in the Recertification process your established Certification Expiration Date will not change due to a pending update. Please take this into consideration when submitting an update or responding to a Request For Evidence (RFE) or any other requested action. Submit your update or respond to RFE request as soon as possible.	
D	<i>DO NOT SUBMIT YOUR RECERTIFICATION PACKAGE UNTIL YOUR UPDATE HAS BEEN ADJUDICATED.</i>
E	Once the Form I-17 correctly reflects the school's operations, complete the Attestation Statement and Form I-17. All documents must be completed and transmitted at the same time via FAX at 877-268-5563 or by emailing recert.sevis@dhs.gov .
F	Attestation Statement: Complete Section I to Recertify OR Section II to withdraw for SEVP Certification. Fill in the complete official name of the State Licensing body and Accrediting body. If your school is exempt for state licensing, fill in EXEMPT along with the organization or agency that offered the exemption. Fields left blank will not be accepted.
G	Form I-17: Every Designated Official listed on the form must sign the form. Their signature is required next to their title.
H	Form I-17: The President, owner, or head of school must also sign the form, certifying the Designated Officials are part of the school system and are properly trained to implement the necessary regulations.

*****Very Important Second Part to Recertification *****

You must also file for Recertification in SEVIS by clicking the **SUBMIT** button.
Only the PDSO can file for Recertification.

FIELDS THAT REQUIRE ADJUDICATION

FIELDS IN SEVIS	EDIT/UPDATE REQUIRING ADJUDICATION
1	Petition Designation – F, M, or Both
2	Name of School
3	Mailing Address of School
4	Type of School – Public, Private
5	Education Engaged In
9	Physical Location of School
10	Private School Owner Name
12	Authorization Under Which School Operates
13	Association or Agency that Approved the School
14	Nature of Subject Matter Taught
15	Degrees Available
16	Schools Engaged In
Form I-17B	Add/Edit a Campus

NOTICE

Your institution will be Automatically Withdrawn from SEVIS immediately after 12:00am on the Certification Expiration Date. In order to avoid an automatic withdrawal, we strongly urge schools to file for Recertification with a complete package and in SEVIS as soon as possible. The Recertification Team requires two business days to process a Recertification Package. Failure to submit the Recertification Package and in SEVIS two days prior to the CED may result in a lapse in certification. Reinstatement of Certification consists of paying a filing fee (\$1,700.00) and a site visit fee for each location (\$655.00). The initial adjudication may take between 3 to 6 months or longer and your institution will not have SEVIS access during this time period.

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Step 2

Review and Updates



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Updates

- Review Form I-17
- File Updates as soon as possible
 - Cannot file for Recertification if an update is pending
- **Clock does NOT stop**
 - Submit Update Pending statement
- 180 days to file complete package



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Update Pending Statement

I, _____, Primary Designated School Official (PDSO) of _____, an institution certified by the Student and Exchange Visitor Program (SEVP), am in the process of submitting an update to my institution's petition.

I understand that this statement does NOT qualify as an update, and I am required to submit ALL updates through SEVIS within 21 days of the change to my institution and 60 days to report a change of ownership.

I also understand that if the update cannot be incorporated to my petition due to Federal regulatory or SEVP policy constraints, my school may not be permitted to operate with those changes made to its operations or structure.

I will or have update(d) the SEVP with the following information:

Signed,

Signature of PDSO Date

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Fee Requirements

- Timely (within 60 days) change of ownership
 - \$1,700 petition fee
- Change of location
 - \$655 site visit fee
- Instructional site(s) – No Fee if addition made prior to Recertification. After Recertification, each instructional site will cost \$655.



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Step 3

Recertification Package



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Attestation Statement



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Recertification Attestation Statement

1. I, _____, Primary Designated School Official (PDSO) of _____, an institution certified by the Student and Exchange Visitor Program (SEVP), attest that the attached Form I-17 is true and accurate and is one of the documents submitted in petition for recertification of my institution's participation in the SEVP. I have read, understood, and comply with all Federal regulations relating to nonimmigrant students.

I understand that the SEVP may request additional evidence as requested for Recertification, and that the submission of this statement does not complete the Recertification process.

Additionally, I attest that my institution is:

- **Accredited by the following nationally recognized accrediting agency**

- **Licensed, authorized, registered, or exempt from registration by the following state regulatory agency**

- **I am a citizen / lawful permanent resident of the United States and maintain copies of a passport, birth certificate and/or green card for myself and all DSOs employed by my institution. Additionally, copies of these documents are readily accessible and are available to the SEVP upon request.**

Printed name of PDSO Signature of PDSO

Date

WITHDRAWAL

2. I choose not to recertify and acknowledge that upon receipt of this attestation, SEVP will proceed to withdraw this school from SEVIS by issuing an Automatic Withdrawal to this school.

Printed name of PDSO Signature of PDSO

Date

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Attestation Statement

- Accreditation
- Operating Authority
- Withdrawal Signature



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Recertification Process

Form I-17

Supplemental
pages A and B



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Form I-17

- Review for accuracy
- Print Form and include supplemental pages A and B
- Sign



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Recertification Package

- Sign and Complete:
 - Attestation Statement
 - Form I-17



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Step 4

Package Submission



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Recertification Submission

- Electronic Submission
- Email – RECERT.SEVIS@DHS.GOV
- FAX – Dedicated server **(877) 268-5563**
 - Allows a minimum of 2 working days prior to CED for processing

AND

- Submit via SEVIS
 - Recertification
 - SEVIS submission only sends Form I-17



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Step 5

Outcomes



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Recertification Process

- Notices Prior to Adjudication
 - Notice of Completion of Filing
 - ◆ Package under review
 - Notice of Rejection of Filing
 - ◆ File up to CED
 - Automatic Withdrawal
 - ◆ Failing to file for Recertification prior to the CED
 - ◆ Voluntary withdrawal



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Recertification Process

- Notices during and after Adjudication
 - Notice of Recertification
 - ◆ Approval
 - Request for Evidence
 - ◆ 15 days to respond
 - Notice of Denial



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Adjudication

- SEVP will review all of the documents submitted
- The Form I-17 must accurately reflect school operations
- Continued ability to meet regulatory eligibility requirements



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Adjudication

- Met school reporting and record keeping requirements (updates)
- Met student reporting requirements
- Conduct validation studies to include:
 - Data fix requests
 - SEVIS
 - Other sources
- Anomalies
- PDSO/DSO Actions
- Site Review at SEVP discretion



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Request for Evidence

- RFE will only be sent for clarification of information or evidence provided
- RFE will not be sent to request missing items
- 15 days to respond to the RFE
- Automatic withdrawal at close of 15 day response period if no evidence is received



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Recertification Process

- SEVP Recertification Scorecard

SEVP Recertification Scorecard (DRAFT)	
Applicant Name: _____	
Criterion	Rating
Section 1. School Bona Fides	
Accreditation	0
Or Licensure (Local, State, Federal)	1
1. Financial Statements	Y
2. Facilities	Y
3. Teacher Qualifications	Y
4. Attendance and Grading Policies	Y
5. Course Catalogs	Y
Or Non-Accredited	0
1. Financial Statements	-
2. Facilities	-
3. Teacher Qualifications	-
4. Attendance and Grading Policies	-
5. Course Catalogs	-
6. 3 Letters from Employer (M) or Higher Education	-
7. State/Local Approval to Operate as a School	-
	1
	Proceed
Section 2. Ownership	
Ownership Change Reported in 60 Days?	1
	Proceed
Section 3. School Reporting	
Completed Updates?	1
Correct I-20 Issuance - Programs?	1
Correct I-20 Issuance - Visas?	1
Section 4. Student Reporting	
Students have physical location address that is different from school physical address?	1
Student name accurate?	1
Student birth date accurate?	1
Total Score	8
Stoplight Rating	PASS
Date	July 16, 2008
Name	Juan D. Adjudicator
	Signature

Bona Fides:
Hard Fail

Ownership:
Hard Fail

School
Reporting:
Soft Pass

Student Reporting:
Soft Pass



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Recertification Outcomes

- Approval
 - Notice of Recertification
 - CED is updated
- Recertification Denial
 - Motion to Re-open or Reconsider
 - Appeal
- Fail to submit Recertification package
 - Automatic Withdrawal
 - No Appeal Rights



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Recertification Denial

- A denial will occur
 - If the petitioning school fails to establish bona fides or
 - Fails to report a change in ownership within 60 days
- School will maintain SEVIS access until the appeal options have been exhausted
- All denied schools are responsible for current F/M students
 - DSOs must advise students of their options
 - Assist students with transfers to other SEVP-approved schools
 - Follow instructions given in the notice served



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Recertification Approval

- Your school met the minimum SEVP certification requirements
- CED will update after successful adjudication of Recertification petition
- SEVP will continue to conduct compliance as necessary



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Voluntary and Automatic Withdrawal

- Voluntary Withdrawal
 - May be requested at any time
 - The president, owner, head of the school, or PDSO must send SEVP a request for withdrawal on official school letterhead
- Automatic Withdrawal for petition abandonment
 - Not submitting a package or submitting an incomplete package by CED is considered abandonment
 - Failure to petition for recertification cannot be appealed



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Review

- Review Form I-17 prior to receiving Recertification Notice and submit updates if necessary
 - Submit Update Pending Statement
- Submit Form I-17 and Attestation Statement prior to CED
- Electronic submission
- You will receive Notice of Rejection if your package is incomplete
- You will receive Notice of Completion of Filing if filed correctly
- 15 days to respond to RFE
- Questions for recertification
 - RECERT.SEVIS@DHS.GOV
 - 703-603-3591



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